

Central Catholic High School Corps of Cadets

CADET REGULATION



JROTC Mission

***To Motivate Young People
to Be Better Citizens***

**1403 North Saint Mary's Street
San Antonio, Texas 78215**

14 June 2004



JROTC

Cadet Creed

I am an Army JROTC Cadet. I will always conduct myself to bring credit to my family, country, school and the Corps of Cadets.

I am loyal and patriotic. I am the future of the United States of America.

I do not lie, cheat or steal and will always be accountable for my actions and deeds.

I will always practice good citizenship and patriotism.

I will work hard to improve my mind and strengthen my body.

I will seek the mantle of leadership and stand prepared to uphold the Constitution and the American way of life.

May God grant me the strength to always live by this creed.

SECTION IIGENERAL INFORMATION

1. MISSION: To motivate Central students to become outstanding citizens by personally developing their own skills and traits to the highest degree.
2. OBJECTIVES: To develop in each JROTC cadet:
 - a. Patriotism and good citizenship.
 - b. Leadership, self-discipline, teamwork, self-reliance and responsiveness to constituted authority.
 - c. The ability to communicate effectively, both orally and in writing.
 - d. Knowledge of basic life skills, i.e., tact, bearing, courtesy, interpersonal relations, etc.
 - e. An appreciation for the importance of and methods to maintain health and physical fitness.
 - f. An appreciation of the importance of the military in support of national objectives.
 - g. The ability to work with other people.
3. HISTORY:
 - a. Authority. The Junior Reserve Officers Training Corps, usually referred to by its short title, JROTC, originated as part of the National Defense Act of 1916.
 - b. The JROTC Program at Central Catholic High School was established by contract between Central Catholic High School and the U. S. Army in September, 1935, with each providing certain support for the conduct of the program.
 - c. Although the contract is with the U. S. Army, there is absolutely no obligation for any military service by a student as a result of taking JROTC while attending Central Catholic High School.
4. BENEFITS OF THE JROTC PROGRAM: Participation in JROTC provides:
 - a. A unit of credit toward graduation for each successfully completed year of JROTC.

b. The opportunity to learn leadership principles and develop leadership traits that will be useful in any field the cadet pursues after graduation, as well as in all CCHS teams, clubs and activities.

c. An opportunity to develop basic management skills

d. An additional opportunity to earn a four year scholarship to a college of your choice, providing the college already offers Senior ROTC. The scholarship provides tuition, lab fees, textbooks, plus \$100 per month cash allowance.

e. An additional opportunity for nomination to one of the military academies.

f. Participation in social and extra-curricular activities conducted by the Cadet Corps.

g. An opportunity to develop the belief in and knowledge of the importance of teamwork and a skill on the Rifle Team, Drill Team, Color Guard, Physical Fitness and Orienteering Team or JROTC band and participate in local, state and national competitions.

h. Opportunity to earn recognition through the Awards and Promotion System.

i. Opportunity to make orientation visits to various military installations during the school year.

j. An opportunity to enlist upon graduation in one of the military services at a higher grade which will mean higher pay and faster promotions. A certificate indicating successful completion of two years of JROTC training establishes eligibility to enlist in the Army as a Private E-2, with pay of approximately 10% higher than Private E1. A certificate indicating successful completion of three years of JROTC training establishes eligibility to enlist in the Army as a Private First Class (PFC - grade E-3) with approximately 30% more pay than E1.

k. Department of the Army Form 134 (Military Training Certificate) will be issued to each student who successfully completes two, three, or four years of JROTC training. These are official Army documents and should be kept in a secure place for future use in enlisting in the service or for college ROTC.

5. COST TO THE CADET:

a. Uniforms, equipment, (See Section XI) and textbooks are issued to the cadet at no cost. A relatively small fee is charged by the school to provide an operating budget for JROTC. This fee covers the cost of special insignia and promotional materials such as photography that are not paid for by the Army. A statement of responsibility must be signed by the parent or guardian assuming financial responsibility for any items lost or damaged due to neglect by the cadet. (ANNEX A)

b. Each cadet is responsible for the cost of cleaning, laundering and normal maintenance of uniforms while in his possession. Uniforms will be clean when issued and do not have to be cleaned for turn in at the end of the school year. Year end cleaning is the responsibility of the Senior Army Instructor.

SECTION III

CADET ENROLLMENT

CONDITIONS FOR ENROLLMENT: To be eligible for enrollment and continuance as a member of the JROTC Program, each participant must meet the following requirements:

- a. Must be a citizen of the United States enrolled in and attending full time a regular course of instruction at the school.
- b. Must be in the ninth grade or higher.
- c. Must maintain an acceptable standard of academic achievement.
- d. Must maintain an acceptable standard of conduct and be of good moral character.
- e. Must be physically fit and provide the SAI with a certificate or statement of health signed by the parent or guardian. (ANNEX A).

SECTION IV

METHOD OF GRADING

1. GENERAL: The level of student performance in the classroom and on the drill field will be measured by practical performance exercises, inspections, quizzes and tests in each subject presented. A cadet missing a quiz or test due to an excused absence will be permitted to take a make-up examination. It is the cadet's responsibility to make arrangements for the make-up.

2. GRADED AREAS: All written test grades and/or quizzes administered during the grading period will constitute 50% of the student's overall grade during the first and third quarters and 45% during the second and fourth quarters. The remainder of the student's nine-weeks grade will be based on cadet performance during drill and ceremonies, in performing assigned duties and participation in school and community activities. See **Grading** paragraph 3, below, and syllabus.

a. The drill grade will be arrived at by evaluating the cadet's attitude and conduct in carrying out orders issued to him by military instructors, superior cadets, other school faculty members, and by the cadet's practical application of those principles listed in FM 22-100, Military Leadership. The SAI and AIs will also take into consideration wearing of the uniform on uniform days and the manner in which it is worn; i.e., haircuts, shave, shoes shined, brass polished, proper

placement of patches, name tags and awards; as well as the cadet's use of courtesy up and down the chain of command and toward school faculty members. Also evaluated will be the cadet's ability to execute and conduct (when in positions of responsibility) individual and unit drill during regularly scheduled drill periods, Brigade drills, and ceremonies. Consideration will be given to the cadet's conduct, attitude, appearance, alertness, attention to detail and progressive improvement in knowledge and precision in the execution and conduct of drill. The Drill Instructor will provide drill grade input to each LET Moderator. The JROTC Band Director will provide drill grade input to LET Moderator on each member of the JROTC Band.

b. Merits and Demerits. Each cadet will be graded under the merit and demerit system established. Merits will be awarded for: outstanding appearance, exceptional service, volunteer accomplishments, or tasks at other than normal duty hours. Merit points are an indicator of such leadership traits as initiative, cooperativeness and willingness to accept responsibility. Disciplinary demerits indicate a cadet's unwillingness to respond to a reasonable degree of authority or a show of disrespect to one in authority and will be awarded for substandard performance. The merit/demerit system will be administered under the following policy:

(1) JROTC Instructors and cadets in key leadership positions have the authority to recommend merits or demerits to the chain-of-command. These positions include the Brigade Commander, Brigade CSM, Battalion Commander, Battalion CSM, Company Commander, First Sergeant, Platoon Leaders, Platoon Sergeants, and Squad Leaders. These cadets will be briefed as to their responsibilities in recommending merits or demerits. Since merits and demerits affect the overall grade, they are extremely important to the cadet, and both the cadet giving and getting either should take them seriously. Cadets recommending demerits must be careful to recommend only a reasonable amount of demerits. They should also realize that whenever a demerit is given, the recommending cadet has the obligation to personally contact the cadet who is being given the demerits and inform him of the reasons therefore. The cadet officer or non-commissioned officer who fails to help his subordinates by counseling them on their shortcomings is simply not doing his job and is avoiding his inherent responsibility as a leader.

(2) All merits or demerits awarded will be officially approved by a member of the instructor staff before being recorded to insure that they are fair, impartial and do not exceed an amount appropriate to the offense.

(3) Additional merits or demerits may be awarded at the discretion of the instructors. For example, when a cadet repeatedly violates established policy, additional demerits may be given for that offense.

(4) Working off Merits/Demerits. A merit for exceptional service will erase a demerit for disciplinary reasons on a one for one basis. Cadets may, at the discretion of the instructor, work off demerits prior to the end of each grading period by performing supervised and

constructive hourly work or special projects. Remaining merits and demerits will be used to develop student grades for that nine weeks period. See Annex H: Detention.

(5) Type Offenses for Which Demerits May be Given:

- (a) Insubordination, direct disobedience,
- (b) Unexcused absence from JROTC training.
- (c) Uniform not worn when required.
- (d) Uniform worn improperly (during all school hours)
(leaders conduct inspection during weekly lab,
report discrepancies during class)
- (e) Deliberate or careless abuse of government or
school property.
- (f) Using profane or obscene language.
- (g) Failure to observe military courtesy.
- (h) Failure to get a haircut or shave after being told
- (i) Late to class, unexcused.
- (j) Eating or chewing gum during instruction/drill
- (k) Scuffling or fighting.
- (l) Inattention, indifference.
- (m) Dropping rifle.
- (n) Moving or talking in class or ranks.
- (o) Failure to perform leadership duties

3. GRADING: Each nine weeks grade will be calculated using the following formula:

1st and 3rd quarter:

Test Average x .3 + Quiz average x .2 + Performance grade x .2 +
Inspection average x.3 = quarter grade

2nd and 4th quarter:

Test Average x .25 + Quiz average x .2 + Performance grade x .2 +
Inspection average x.25 + participation grade x .1 = quarter grade

4. FORMAL INSPECTION (AFI): Although a grade is given for work performed each nine weeks, JROTC is a progressive program whereby

basic skills and fundamentals learned at one point are demonstrated by satisfactory performance during inspections, competitive drills, and ceremonies throughout the course. The Formal Inspection (FI) (Section XIII) is the true final examination of the entire course of

instruction. Individual cadet performance on FI's will be included in cadet drill grades.

SECTION V

DISCIPLINE

1. GENERAL: Military discipline is an outward manifestation of mental attitude and state of training which renders obedience and proper conduct instinctive under all conditions. It is founded upon respect for and loyalty to properly constituted authority. Military discipline must not be confused with punishment. The development of this trait will cause the cadet to develop self-discipline which will help the cadet throughout life.

2. STANDARDS: During your JROTC training your leaders will insist on high standards such as: cleanliness, haircuts, shoes shined, marching, wearing of the uniform and others. These are forms of discipline training. Your performance will be expected to be of the highest caliber not only during the school day but also when you are performing a JROTC function off the school grounds. You are expected to conduct yourself in a way that reflects credit upon yourself, your parents, your JROTC unit, your school and your community.

3. PROCEDURES: When necessary, as a result of a lack of discipline, the SAI may employ one or more of the following means:

- a. Award cadet demerits.
- b. Assign detention (See Annex H).
- c. Delay promotions or reduce cadet in rank.
- d. Reduce quarterly grade.
- e. Recommend the cadet to the Principal for suspension or dismissal from the JROTC program, school or both.

SECTION VI

ADMINISTRATION

1. STUDENT RECORDS:

a. Hardcopy Records - A personnel file, 4R Form 31 will be prepared for each cadet. These records will be filed alphabetically by company and LET level. 4R Form 201 (Annex A) which includes the statement of health, the agreement of responsibility and the privacy act statement along with any waivers will be filed with the 4R Form 31.

b. Computerized Records - JUMS/Joint JUISS. Records are filed alphabetically by class level. Authorized entry can be accomplished by last name, student ID number or search/scan.

c. Maintenance of Records - Change and upkeep are command responsibilities. The Brigade S-1 has the primary responsibility for the posting of all hardcopy records to include brigade staff, Battalion staff and band members. The Adjutant has the responsibility for cutting all Special Orders. The Personnel Officer has primary responsibility of all computerized records. The Brigade S-3 Officer must furnish, within one (1) week of completion, all training input to responsible officers for both hardcopy and computerized records.

2. MERITS/DEMERITS:

a. Merits/Demerits will be primarily recorded on the Weekly Inspection Forms. Instructors will periodically transfer these to their grade books for inclusion in formulating the cadets drill grade.

b. Merits/Demerits received, in addition to those recorded on the inspection form, will be annotated in the grade book once verified by the cadets' instructor.

SECTION VII

APPOINTMENTS AND PROMOTIONS

1. ORGANIZATION (BASIS FOR APPOINTMENTS AND PROMOTIONS): The CCHS Cadet Corps Organization consists of a Brigade Headquarters, Band and two battalions with six or seven companies. Each of the companies will be organized with two or three platoons, depending on assigned strength and available officers. Senior positions for the following year will be selected during the fourth quarter of the year by the Senior Army Instructor. Junior and Sophomore positions for the following year will be nominated during the fourth quarter and after commitment to register for JROTC the following year.

2. AUTHORIZED RANK STRUCTURE: The rank structure authorized at all levels in the CCHS JROTC program is outlined in ANNEX B.

3. APPOINTMENT: Selections for appointments to cadet officer and non-commissioned officer positions will be on a basis of best qualified, taking into consideration leadership ability, character qualifications, as well as extra-curricular activities and relative class standings. Cadets must successfully complete OCS to be commissioned.

a. Officer Candidate School (OCS): All cadets wishing to earn a commission in the CCHS Corps of Cadets must successfully complete OCS. To enroll the cadet must be a LET II in good standing with a recommendation from their Plt Ldr and Company CO. The cadet need not be a Sergeant to enroll, but must successfully complete the Sergeant's Test prior to the OCS final exam. OCS is run by the Bde S3 with the assistance of senior officers. The S3 will designate instructors for each class period. The class is usually one day a week, after school, from early November to late March.

b. Sergeant's Test: In order for a cadet to attain the rank of Sergeant, he must pass the Sergeant's Test. Regardless of position and LET level, no cadet shall be promoted to Sergeant without passing this test. Cadets may take the Sergeant's Test beginning in May of their freshman year, under the supervision of the LET I instructor. LET Is will have one opportunity to pass the test. Beginning in the LET II year, cadets have 3 opportunities per semester to take the test. They will be graded by a Bn or Bde SGM/CSM. In addition to passing the Sergeant's Test, a cadet must also obtain the recommendation of his chain of command to earn promotion to Sergeant (see para 7.c., below).

4. PROMOTIONS: An effective promotion system is a key ingredient for maintaining a high state of individual and unit morale, esprit de corps, discipline and proficiency.

5. PROMOTION CRITERION: The following policy is established in order to provide an equitable system of promotions and to provide an orderly flow of experienced personnel. Rank of cadets will be determined based on the following criteria (cadets may be promoted to the lowest grade for the succeeding year in the last month of a current school year):

a. By class or LET level:

(1) Seniors (LET IV). The minimum rank for seniors will normally be Master Sergeant with the highest rank being Colonel.

(2) Juniors (LET III). The minimum rank for Juniors will normally be Staff Sergeant with the highest rank normally being First Lieutenant. Outstanding Juniors may be promoted as required into a position vacancy at the LET IV level.

(3) Sophomores (LET II). The minimum rank for sophomores will normally be Private First Class with the highest rank normally being Staff Sergeant. Exceptional Sophomores may be promoted to Master

Sergeant if required in a position vacancy at the LET III level and their performance merits promotion.

(4) Freshmen (LET I). The minimum rank for freshmen will be Cadet with the highest rank being Corporal. Exceptional Freshmen may be promoted to Corporal after the third grading period. (Cadets who attended the Summer Freshman Orientation may be promoted to Sergeant.)

b. By position (maximum rank normally authorized):

(1) Squad leader	SSG	(7) Company XO	1LT
(2) Platoon Sergeant	SFC	(8) Company CO	MAJ
(3) Company First Sgt	1SG	(9) Battalion CO	LTC
(4) Staff NCO	MSG	(10) Brigade Staff	LTC
(5) Bde/BN Sgt Major	CSM	(11) Brigade XO	LTC
(6) Platoon Leader	1LT	(12) Brigade CO	COL

c. Selection for appointment/promotion of cadet officer or non-commissioned officer rank will be based on the following:

- (1) Leadership
- (2) Proficiency
- (3) Appearance and Bearing
- (4) Character and Attitude
- (5) Academic Grades
- (6) Extra-curricular Activities (Band, Drill Team, Rifle Team, Color Guard, PT/Orienteering, etc.)

d. Cadets will be appointed or reduced on orders by authority of the Senior Army Instructor. Reductions will be made under the following conditions:

(1) Personnel of all ranks and grades will be reduced in grade for offenses deemed serious enough by the Senior Army Instructor.

(2) Cadets of all ranks and grades who fail to maintain a passing grade in JROTC subjects for any nine weeks period will be counseled and immediately placed on probation for a period of nine consecutive weeks. At the end of the probation period, failure to maintain a passing grade for that probation period will result in an automatic reduction in grade.

NOTE: Reference 3f(1) above. Offenses deemed serious enough for reduction include but are not limited to: Gross insubordination and/or disrespect, truancy from school and/or JROTC classes, suspension from school, repeated failure to wear the uniform, etc.

6. RECOMMENDATIONS FOR PROMOTION:

a. Recommendations for promotion will be made through the chain-of-command utilizing the form letter at ANNEX C.

7. AUTHORITY FOR PROMOTION:

a. The Company Commander, subject to the concurrence of LET Instructor and Company Moderator and with the approval SAI, may promote individuals recommended for promotion to the rank of Sergeant First Class and below. Promotion orders will be prepared for the SAI's signature using the format at ANNEX D.

b. The Brigade Commander, subject to the concurrence of the LET Moderator and with the approval of the SAI, may promote individuals recommended for promotion to the rank of Master Sergeant through LTC. Promotion orders will be prepared for the SAI's signature using the format at ANNEX D.

c. Recommendations for promotion will be submitted thru the following chain:

<u>Position</u>	<u>Recommended by</u>	<u>Approved by</u>
Squad member	SL	PS/PL/Co CO (LET Inst)
Squad Leader	PS	PL/Co CO (LET Inst)
Plt Sgt	PL	1SG/Co CO (LET Inst)
Plt Ldr	Co CO	Bn CO/LET Inst/SAI
Co XO	Co CO	Bn CO/LET Inst/SAI
Co First Sgt	Co CO	Bn CSM/CO/Bde CO/LET AI/SAI
Co Commander	Bn CO	Bde CO/LET Inst/SAI
Bn Staff	Bn CO	Bde XO/LET Inst/SAI
Bde Staff	Bde XO	Bde CO/LET Inst/SAI
Bn CO	Bde CO	Bde CO/LET Inst/SAI
Bde XO	Bde CO	Bde CO/LET Inst/SAI
Bde CO	SAI	SAI

8. PROMOTION PERIODS:

a. LET IV Cadets will normally be promoted thru each rank to achieve their maximum rank. Specific periods are not designated and will be at the discretion of the Brigade Commander with approval of the SAI.

b. LET III Cadets may be promoted at the beginning of the school year to the appropriate rank for the position to which they were selected at the close of the previous school year.

c. LET II Cadets not promoted above the rank of Private in their LET I year may be promoted to PFC at the at the discretion of the SAI at the beginning of the school year. Normally, LET II cadets may be promoted once each quarter, beginning in the second quarter. LET IIs who have passed the Sergeants' Test and are appointed to 1SG or Staff NCO positions will be promoted to SSG immediately.

d. LET I Cadets will be designated Private at the beginning of the school year. Normally, LET I cadets may be promoted once each quarter, beginning in the second quarter. Upon passing the Sergeants' Test in May, LET I cadets may be promoted to SGT upon request by the Commander.

e. Recommendations for promotion to ranks higher than minimums outlined above may be submitted through the chain-of-command beginning three weeks after the opening school date.

9. PROMOTION CEREMONIES:

a. All promotions will be accomplished during company formation. See **Unit Policy - Presentation of Awards and Promotions**

b. Individuals to be promoted may request anyone in their chain-of-command, a friend, or relative to assist the unit commander in the promotion. Requests will be honored on a case-by-case basis, time permitting, as approved by the AI/SAI.

SECTION VIIICOMMAND AND STAFF

1. AUTHORITY: Authority to exercise command within the Central Catholic JROTC Program is vested in the Cadet Officers and Non-Commissioned Officers. They establish and uphold the standards of performance and insure compliance with school and JROTC policies and regulations.

a. Cadet officers will be cadets who have clearly demonstrated their competence and leadership ability. They must be qualified to assist the SAI and to act as instructors in any military duty or class. Cadet officers will be graduates of Officer Candidate School.

b. Cadets lower in rank are required to obey directives from cadet officers and superior non-commissioned officers.

2. ASSIGNMENTS: Command and staff duties may be rotated during the school year.

3. DUTIES AND RESPONSIBILITIES: See Annex G.

SECTION IXMILITARY COURTESY AND CUSTOMS

1. PERSONAL HONOR: Each cadet is a potential leader. Strong emphasis is placed upon the importance of personal honor and integrity in all cadet activities and relationships.

2. CONDUCT:

a. Cadets are expected to exercise courtesy in their dealings with each other and with the school faculty, staff and administration.

b. Cadets will, when in uniform, maintain military bearing and conduct themselves in a military manner.

3. SALUTING: The salute is an exchange of greetings and a common courtesy between military personnel:

a. When in uniform and out-of-doors (except during lunch in the school yard) cadets will salute the following persons when encountered:

(1) Officers of the Armed Forces in uniform.

(2) Cadet officers in uniform.

b. The salute will not be rendered indoors except when reporting to any Army Officer or cadet officer.

c. When the salute is rendered, appropriate verbal greeting will be made, i.e., "Good Morning, Sir."

d. The salute is also rendered during play of the National Anthem and during raising or lowering of the U.S. flag. Saluting with the training rifle will be covered in LET I class as presented in the Student Text.

4. REPORTING: When reporting to the office of an officer or cadet officer, cadets will conform to the following procedure:

a. Knock on the door. Do not enter until told to do so.

b. Uncover, except when under arms, move in front of the officer and salute.

c. Report by stating "Sir, Cadet (Your Name) reports."

d. Return to order arms when the officer returns your salute.

e. Remain at attention until told "Parade rest" or "At ease."

f. State your business.

g. Do not lean on desks or tables. Do not stand at ease or sit down unless invited to do so.

h. When you are dismissed, come to attention and salute. When your salute is returned, execute "about face" and depart.

5. CLASSROOM PROCEDURES:

a. Classroom instruction will be conducted with all students at ease. Cadets will not slouch in their seats, put their feet on other desks or be inattentive to instruction. They will be required to sit at ease and erect. Horseplay, chewing gum, eating or other classroom distractions will not be permitted.

b. During classroom instruction the instructor may require that cadets stand and state their rank and last name when asking or answering questions. If so, they will remain standing until directed to take their seats.

c. Upon the entrance of a school official or a visiting officer senior to the instructor into a military classroom, the first cadet to see him will call, "Attention," and all cadets will stand at attention until directed otherwise. The only exception to this policy is that if classroom instructions have started, attention will not be called, and instruction will continue.

SECTION X

WEAPONS

1. RESPONSIBILITY:

a. Each cadet is responsible and accountable for the weapon assigned to him during drill or any time that the weapon is in his possession. Cadets will be required to keep their weapons clean at all times. Under no circumstances will a cadet try to repair or replace any broken, damaged or missing parts of his weapon. This will be reported to the SAI or Moderator. Any broken, damaged or missing parts of a weapon due to carelessness or neglect on the part of the cadet will be paid for by him at the prevailing price for parts. Cadets will not exchange weapons without the prior approval of the SAI or Moderator. At no time will a cadet leave his rifle unattended.

2. WEAPONS SAFETY: Each cadet will receive a weapons safety briefing by the Senior Army Instructor or Class Moderator prior to issue of any training rifle or air rifle for use in qualifications(s).

SECTION XI

GROOMING

1. GENERAL: Each cadet will be required to have his hair cut in such a way as to maintain a neat military appearance. It is the duty of each cadet to take pride in his appearance at all times. A neat and well groomed cadet is fundamental to JROTC and contributes to building discipline, pride and esprit essential to an effective program.

2. POLICY: There are many hairstyles which are acceptable in the JROTC program so long as a cadet's hair is kept in a neat and orderly appearance. The following is the JROTC Haircut Policy:

a. The hair must not be so long in front as to interfere with one's vision or to require tucking over one's ear completely.

b. Sideburns may be no longer than the middle of the ear; width no wider than one inch.

c. The hair must be tapered or thinned to fit the contour of the head; it may not be thicker at the base of the neck or sides of the head than it is higher on the head, whether because of natural curl or some other reason. Hair at the base of the neck will not hang over the back of the military shirt collar. Hair will not cover any part of the ear. No fad haircuts of any type are acceptable.

d. Students are to be clean shaven. Beards and mustaches are not permitted.

e. While in uniform, females will wear their hair in such manner that it will not interfere with the wearing of the headgear and clear from the bottom edge of the blouse collar, hair pins and other items to keep hair in place must be of a color similar to the color of the hair.

SECTION XII

UNIFORM POLICIES/DRESS CODE AND EQUIPMENT

1. GENERAL: Each cadet will be issued uniforms, regulation equipment and insignia according to current Department of the Army allowances. Uniforms will be worn weekly as announced by the Senior Army Instructor. On uniform days, cadets will wear the complete uniform all day, to include traveling to and from school. On designated uniform days, proper wear of the uniform as prescribed herein, constitutes the Central Catholic High School dress code for JROTC cadets for that day. Cadets who work after school will not wear the uniform on the job. The uniform of the United States Army is a symbol of honor, tradition and achievement. Thousands of service men and women have given their lives wearing the uniform in the service of their country and it should not be disgraced by improper or inappropriate wear. Smart appearance and proper conduct of a cadet in uniform are indications of self-respect, pride, and loyalty to his school and country.

2. PROPER WEARING OF THE UNIFORM: Each cadet should wear his uniform with pride to reflect credit upon himself and the Cadet Corps. He should remember that fellow cadets, the school and the entire Cadet Corps are judged by his appearance and conduct in uniform.

a. Summer and Winter uniforms, with changeover dates as announced by the Senior Army Instructor, consist of the following:

(1) Summer (Class B):

- (a) Cap Garrison w/Brass for EM
- (b) Shirt Cotton/Polyester AG415 w/ appropriate rank or grade
- (c) Trousers, Polyester/Wool AG 489
- (d) Belt, Web Black w/Brass Buckle
- (e) Shoes, Polymeric, Oxford Black w/Black Socks
- (f) Cadet officers wear Cap Garrison AG 489 w/Rank
- (g) White, plain, unmarked, crew-neck T-shirt for all males (not issued)
- (h) White camisole for females is optional wear (not issued)
- (i) Female may wear earrings limited to one pair of matching studs, $\frac{1}{4}$ inch max diameter, in gold, silver, or neutral color and worn on the ear lobe
- (j) Cadets may wear not more than one ring per hand

(2) Winter (Class A)

- (a) Cap Garrison w/Brass for EM
- (b) Shirt, Cotton/Polyester AS 415 w/Tie
- (c) Coat, Polyester/Wool AG 489 w/Brass, Rank
- (d) Trousers, Polyester/Wool AG 489
- (e) Belt, Web Black w/Brass Buckle
- (f) Shoes, Polymeric, Oxford Black w/Black Socks
- (g) Cadet Officers wear Garrison Cap AG 489

- (h) White, plain, unmarked, crew-neck T-shirt for all males (not issued)
- (i) White camisole for females is optional wear (not issued)
- (j) Female may wear earrings limited to one pair of matching studs, $\frac{1}{4}$ inch max diameter, in gold, silver, or neutral color and worn on the ear lobe
- (k) Cadets may wear not more than one ring per hand

b. DO's and DON'T's regarding the proper wear of uniform are as follows:

(1) Authorized rank insignia, badges, shoulder cords, honor star, ribbons and name plate will be worn at all times on the green coat or the AG 415 gray/green shirt when worn as the outer garment.

(2) The school crest will be worn at all times on the green coat and on the AG 415 gray/green shirt in class B uniform.

(3) Cadet rank insignia will be worn on the shoulder loop, except for PFC and below who wear rank on the shirt collar. (See para A.) Cadet officers will also wear rank on their Garrison Cap. All other cadets will wear the JROTC cap insignia.

(4) Never mix uniform items with civilian items of clothing. No article of civilian clothing may be worn with the uniform. In cold or rainy weather, cadets will wear the black military jacket (*windbreaker*) purchased thru the Bookstore. Likewise, a heavier civilian coat may be worn over the Coat, polyester/Wool AG 489, when traveling to and from school when the weather is **extremely** cold. This exception to policy is made as military overcoats are not available for issue to cadets.

(5) Do not loosen the tie or wear your buttons unbuttoned.

(6) Always wear the cap when outdoors, except during lunch period in the school yard. Cap will be removed when you enter a building, unless under arms.

(7) The complete uniform will be worn at all times to include going to and from school.

(8) During periods when the winter uniform is prescribed the coat may be removed, except for assemblies, mass, and ROTC drill, and placed in the cadet's locker. If a cadet elects to wear the coat to classes, it may be unbuttoned. Prior to leaving the classroom, the coat must be rebuttoned. In no case will the coat be carried from classroom to classroom or to and from school.

(9) Issued, black leather, plain tie shoes, are required for cadets and only black socks will be worn. Shoes are pre-shined and must be kept clean and shiny. Soles should be cleaned to maintain good appearance of shoe. It is a cadet responsibility to provide his own black socks after the two pair issued are worn out or lost.

(10) Black gloves may be worn with uniform going to and from school and during drill when authorized by the drill instructor.

(11) Cadets will be issued two sets of rank insignia to permit wearing of rank on the green shirt when the coat is removed.

(12) Uniforms will be kept at home, not in wall lockers and cleaned and pressed on a regular basis.

(13) Band collar brass may be worn by cadets assigned to the band. (Approved verbally by Hqs, Western Region (ROTC)).

(14) School crest will be worn on the right breast pocket of the green coat.

(15) Wear of the service cap (billed) for officers is optional and at the individual officer's expense.

(16) Honor Star is worn centered 1/4 inch over the right coat pocket.

(17) Do not lend any part of the uniform issued to you to another cadet or to any other person for any reason whatsoever.

(18) For proper positioning of name tag, insignia and awards see ANNEX E, this handbook.

(19) Report any damages or lost items immediately to your instructor. The cadet will reimburse the JROTC Department for the reissue of lost uniform items.

3. UNIFORM POLICY/DRESS CODE VIOLATIONS: The violation of uniform policies stated herein will be punished, based on severity, by use of demerits, grade reduction and/or suspension.

a. Improper wear of the uniform is in violation of the Central Catholic High School dress code, punishable by assessment of one or more demerits at the discretion of the SAI and/or suspension for the day by the Assistant Principal, Student Activities.

b. Cadets who fail to wear the uniform when prescribed will be scored a grade of zero for the inspection and daily performance grade and will be assigned detention on the next scheduled detention period. The grade will be raised to a maximum of 70 if the cadet wears his uniform properly on the assigned detention day and completes detention. Demerits assessed on the detention day will be subtracted from the 70 score at the established rate, i.e., 5 points per demerit. Repeat offenders will be given additional demerits and, at the discretion of the SAI, recommended for suspension to the Assistant Principal, Student Activities. (See Annex H).

c. It is preferred that the uniform not be worn, rather than worn improperly. Note that punishment is the same in both instances.

d. Demerits will be awarded by Instructors and the Cadet chain-of-command for uniform deficiencies; i.e., unshined brass or dirty shoes, missing brass, insignia, buttons, ribbons, etc.

e. If a student loses or breaks his name tag, he is responsible for replacing it as soon as possible. Failure to do so will earn a demerit. Name tags can be obtained from unit supply at current cost, as posted on the bulletin board.

4. RESPONSIBILITY AND MAINTENANCE: Before a cadet can be issued a JROTC uniform, his parents or guardian must assume financial responsibility for loss or damage due to neglect of all items issued. This is done by having parents sign a statement of responsibility, issued to each cadet (ANNEX A) which becomes a part of the cadet record. Great care must be exercised by each cadet in drawing or turning in his clothing and equipment. Before placing your signature on the clothing record, check carefully to be sure you are issued the

items recorded on the Cadet Clothing Record. Each cadet is responsible for the cost of cleaning, laundering, and normal maintenance of your uniforms, except the uniform need not be laundered prior to turn-in at the close of school.

5. TEXTBOOKS: The Cadet Reference Manual and a copy of this handbook will be issued as needed to each cadet at the beginning of the year. Student texts for each Unit of instruction are available in each ROTC classroom. Other authorized publications are on file in the school's military department office for reference or study. Cadets will bring manuals to class as required by their Instructor.

SECTION XIII

AWARDS AND DECORATIONS

1. GENERAL: Awards and decorations are presented to individual cadets and units who excel in certain areas of military achievement in JROTC sponsored activities. Awards are given to recognize the distinguished, heroic, meritorious and other commendable acts of the individual cadet or unit.

2. TYPES OF AWARDS: The following types of awards, decorations, and badges may be worn by JROTC cadets. Reference: AR 145-2, dated 1 July 1984.

a. Department of the Army Unit Awards.

(1) Streamer. JROTC Honor Unit or Honor Unit with Distinction Streamers are awarded upon selection by higher headquarters and designated in Department of the Army General Orders as a result of the Bi-annual Formal Inspection.

(2) Honor Star (Blue Metal Star). Each member of a unit designated as an Honor Unit will be awarded the Blue Honor Star.

(3) Honor Unit with Distinction (Yellow Metal Star). Each member of a unit designated as an Honor Unit with Distinction will be awarded the Yellow Star.

b. US Army and Civic organization Awards.

For the criteria see ANNEX F1

c. Institutional Awards.

For the criteria see ANNEX F2

3. WEARING OF AWARDS:

a. US Army and Civic Organization awards will be worn, if applicable, in the sequence as listed in ANNEX F1

b. Institutional ribbons will be worn in sequence as listed in ANNEX F2 and after all Annex F1 awards.

c. Ribbons will be centered 1/8 inch above the left pocket with no more than three ribbons per row. Each row of ribbons will be 1/8 inch apart. Ribbons and medals for the same award will not be worn together. Only ribbons and awards authorized in this handbook will be worn on the uniform. Medals listed in para W of ANNEX F(1) WILL NOT BE WORN! Authorized medals will be worn only on special occasions, as directed by the Brigade Commander.

d. The Honor Unit Star is worn 1/4 inch above the center of the right breast pocket with one point of the star pointing up. If the academic wreath and the star are both worn, the wreath is placed 1/8 inch above the center of the pocket with the star inside, with one point of the star pointing up.

e. Qualification Badge. Each cadet, upon successful completion of a record-fire course, who attains the minimum qualification score, will be awarded the appropriate qualification badge with bar.

f. Shoulder Cords. shoulder cords will not exceed two in number for any one cadet (one on each shoulder). Team commanders and XOs will wear cords with metal tips. Authorized shoulder cords:

- (1) Color Guard-----White
- (2) Drill Team-----Red
- (3) Band -----Blue
- (4) Rifle Team-----Tan
- (5) National Honor Society--Gold
- (6) Orienteering Team-----Green
- (7) Physical Fitness Team---Black

SECTION XIV

INSPECTIONS AND STAFF VISITS

1. GENERAL: To insure that a high standard of personal appearance is maintained within the JROTC units, the SAI will perform frequent inspections and maintain close and continuous supervision of all cadets in regard to care and maintenance of uniforms and personal appearance. Cadet officers will conduct weekly inspections. Also, periodic inspections and/or staff visits will be made throughout the school year by representatives of the Commanding General, Western Region (ROTC).

2. TRIENNIAL FORMAL INSPECTION (FI): A board of officers designated by the Commanding General, Western Region (ROTC) will conduct a triennial Formal Inspection during each third school year. In other years, the Brigade headquarters will manage the conduct of Unit Visits to the school. The SAI will coordinate for inspections by the host higher education institution, St. Mary's University. The purpose of these inspections will be to evaluate the efficiency of the Central Catholic JROTC Program and to determine whether the unit qualifies for designation as an honor unit or honor unit with distinction. This is a most important day in the cadet's school year and extreme care in preparing for this inspection is necessary. Besides an in-ranks inspection of each cadet and parade, the inspectors will check training, administration, cadet knowledge and policies and procedures to insure that the highest standards are maintained by the school's military department.

SECTION XV

Co-CURRICULAR ACTIVITIES

1. GENERAL: The Central Catholic JROTC Program is authorized to organize and train various competitive teams. These teams (Varsity and Junior Varsity Drill Teams, Color Guard, Rifle Team and Orienteering Team) are designed to inspire a wholesome spirit of rivalry between each high school in the Western Region.

2. MEMBERSHIP: All cadets are eligible to volunteer for these teams provided they meet the following requirements:

a. Satisfactory academic status as defined by the school Moderator.

b. Meets those requirements of the S.A.I. and activity Moderator.

c. Willing to practice as scheduled by the Coach or Moderator.

d. Agree to participate in all competitions scheduled for that activity.

e. Have the desire, motivation and capability of becoming a good team member.

SECTION XVI

LOGISTICS

1. The purpose of this SOP is to establish policies and procedures for the procurement, maintenance and accounting of all supplies and equipment used by the JROTC department of Central Catholic High School.

2. Military Property Custodian (MPC): The MPC, as the agent of the institution, will be responsible for performing all duties related to the use of U.S. property furnished to the institution for JROTC activities. Control of JROTC property is the responsibility of the MPC. Protection of the institution's responsibility requires a hand receipt for property issued to individuals.

3. Alterations: Minor alterations to clothing items by a contract tailor is authorized at government expense. Alteration of clothing will not be authorized when the proper size is available through normal supply channels.

4. Special Measurement Clothing: Special measurement clothing are items manufactured to the specific measurement of a cadet. Special measurement is only authorized for cadets who cannot be properly fitted with standard tariff sizes or by authorized alterations.

5. Accounting for property: Hand receipts are required whenever property or durable items are issued. All government property, durable items and school property when supplied by the MPC will be listed on hand receipt to the user.

6. Audio-Visual Equipment:

a. Accounting for Audio-Visual equipment will be accomplished by use of hand receipt from the MPC to the instructors.

b. Long term equipment requirements will be requested through the MPC, who will pick up and deliver to the instructors. Short term equipment requirement and repairs will be accomplished by instructor personnel.

7. Classroom and Office furniture and equipment:

a. Classroom furniture in the JROTC classroom is in the majority of cases the property of Central Catholic High School. Accountability of all items of school property in the JROTC unit will be maintained and balances reconciled with the school when personnel changes are made or as directed.

b. Office furniture and equipment may be government and/or school property. Items of government property will be on hand receipt and signed for by the instructors. In all cases the equipment will be marked to show ownership.

c. Government property requiring repair will be turned in to the MPC.

8. Colors and Guidons:

a. These items must be clean and serviceable at all times.

b. Colors will be cased when not in use.

c. If state and school flags are desired for the color guard, they must be provided by the school.

9. Inventories:

a. Annual. The MPC is required to physically inventory all JROTC property at the institution at least once each fiscal year. This inventory should be taken as soon as possible after the end of the school year. Therefore, it is imperative that all items of clothing and equipment issued to cadets be turned into the MPC. Cadets will not be authorized to retain clothing and equipment at their residence during the vacation period.

b. Quarterly Inventory: A quarterly inventory will be accomplished by the MPC of all serial numbered items on hand receipt.

c. Monthly Inventory: A monthly inventory will be accomplished by designated instructors of all serial numbered items (by serial number) on hand. Results of this inventory will be forwarded to the MPC .

10. Lost Damaged or Destroyed Property:

a. Lost, damaged or destroyed government clothing and equipment other than fair wear and tear by JROTC students will be accounted for as described below: If the JROTC student admits fault or neglect, allow the cadet to reimburse the government using cash collection or by purchasing the item(s) through the clothing sales store or other outlets. Every effort will be made to have the student replace items lost.

b. When the lost is the result of a student leaving or departing the school without properly clearing his hand receipt, an aggressive effort to recover the property will be instituted. All property not recovered will be listed on a report of survey. Documentation of recovery efforts will be attached to the report of survey. As a minimum, documentation will consist of:

(1) Hand receipt issuing property.

(2) Copy of letter to parent or guardian.

(3) Copy of letter to the institution or school requesting withholding of grades and transcripts in recovery of property. Upon receipt of properly completed clothing records and exhibits the MPC will take action to obtain relief from responsibility under the provision of current regulations.

c. Moneys collected from students for lost or damaged property will be accounted for by the business office. At the end of the school year the MPC will request a check from the business office made payable to the Treasurer of United States for all moneys collected for Government Property. The check along with a cash collection voucher listing all lost or damaged property will be forwarded to the Finance and accounting Office for documentation. The receipt copy of the cash collection voucher will be used to drop the property from the activity property records.

11. End of School Year:

a. Current regulations specifically state that cadets will turn in all clothing and equipment issued to them at the end of the school year and the MPC will conduct a 100 percent physical inventory of all Government property.

b. Conservation of Uniform Clothing:

(1) Used but serviceable clothing that meets quality acceptance standards are applied to current requirement before reporting the items as excess.

(2) The student pays for cleaning and normal maintenance of uniforms and footwear in his possession. The student is not required to clean the uniform for turn-in. The student is not required to pay for cost of repair and restoration caused by fair wear and tear.

SECTION XVII

PROJECTS AND SERVICE ACTIVITIES

The Corps of Cadets will undertake school and community service projects throughout the year. These projects will include, but not be limited to the following:

School book handling, issue and turn-in
Ushering at alumni and friends gatherings
Ushering at school functions and athletic events
Charitable assistance to organizations such as the operation of
the St. Vincent De Paul, Habitat for Humanity, SAMMS ministry,
Elf Louise, City Parks and Recreation, etc.
Veterans' Day Ceremonies
Community events and parades, i.e., Dies y Seis, Fiesta, etc.

ANNEX A**JROTC PARENTAL RELEASE & STATEMENT OF HEALTH**

SCHOOL YEAR _____

DATE _____

My (son/daughter) _____ has my approval to participate in all JROTC activities of the CENTRAL CATHOLIC HIGH SCHOOL, from this date until agreement is revoked in writing by the undersigned, the SAI, and/or the school principal.

I understand that the U.S. Army/school authorities assume no responsibility for accidents incurred by members of the JROTC except to render such first aid treatment as necessary and to take the injured student to his home or to such a place as may be advisable. I agree to be financially responsible to the Board of Education for such articles of clothing and equipment issued to the above named student in accordance with law for his use as a member of the JROTC, as are not returned in good condition, fair wear and tear excepted, at the end of the school year or upon his separation from JROTC, or upon demand of school authorities.

STATEMENT OF HEALTH

To the best of my knowledge, my son named above is in good health and able to participate in all Army JROTC activities: ___yes ___no with the following restrictions or medical problems:

 AUTHORIZATION FOR ACCESS TO CADET RECORDS

Having been advised of the provision of Public Law 93-380, "Family Educational Rights and Privacy Act of 1974" and in connection with the participation of my son named above in the Army JROTC program, I hereby authorize the release of any and all records maintained by the JROTC Department and the host institution which are related to the JROTC program to anyone within the Department of Defense who is associated with the Army JROTC program. I waive any requirement that I be furnished a copy of these records prior to or concurrent with their release. This consent is effective for the period of time I and my son are associated with the Army JROTC program.

Name of Parent/Guardian

Name of Student

Signature of Parent/Guardian

Signature of Student

Student is 18 years of age or more YES _____ NO

HQ4R Form 65-1 (VALID ONE SCHOOL YEAR)

APR 89

ANNEX BAUTHORIZED RANK STRUCTURE

<u>AUTHORIZED POSITIONS</u>	<u>RANK</u>	<u>YEAR</u>
1. BRIGADE HEADQUARTERS		
Commander	C/COL	4
Executive Officer	C/LTC	4
Command Sergeant Major	C/CSM	4
S-1, Personnel Officer	C/LTC	4
Personnel NCO	C/MSG	2/3
S-3 Opns and Tng Officer	C/LTC	4
Opns and Tng NCO	C/MSG	2/3
S-4 Logistics Officer	C/LTC	4
Logistics NCO	C/MSG	2/3
S-5 Public Relations Officer	C/MAJ	4
Public Relations NCO	C/MSG	2/3
Chaplain	C/MAJ	4
Chaplain's Assistant	C/MSG	2/3
Financial Management Officer	C/MAJ	4
Historian	C/MAJ	4
Information Management Off	C/MAJ	4
2. BATTALION HEADQUARTERS: (2)		
Commander (2)	C/LTC	4
Executive Officer (2)	C/MAJ	4
Command Sergeant Major (2)	C/CSM	3/4
S-1 (2)	C/CPT	4
S-3 (2)	C/CPT	4
S-4 (2)	C/CPT	4
S-5 (2)	C/CPT	4
3. COMPANY HEADQUARTERS: (6)		
Commander (6)	C/MAJ	4
Executive Officer (6)	C/1LT	4
First Sergeant (6)	C/1SG	3/4
Platoon Leader (18)	C/LT	3/4
Platoon Sergeant (18)	C/SFC	3
Squad Leader (54)	C/SSG	2/3
Ass't Squad Leader (54)	C/SGT	2
Guidon Bearer (6)	C/CPL	2

4. BAND HEADQUARTERS:

Commander	C/LTC	4
XO/Ass't Drum Major	C/MAJ	4
Drum Major	C/MAJ	4
Command Sergeant Major	C/CSM	3
Section Leader (Brass)	C/SSG/LT	3/4
Section Leader (Woodwind)	C/SSG/LT	3/4
Section Leader (Percussion)	C/SSG/LT	3/4
Training NCO	C/MSG	3
Clerk	C/SGT	2

5. TOTAL AUTHORIZATION:

	<u>COL</u>	<u>LTC</u>	<u>MAJ</u>	<u>CPT</u>	<u>LT</u>	<u>SGM</u>	<u>MSG/ 1SG</u>	<u>SFC</u>	<u>SSG</u>	<u>SGT</u>
BDE	1	5	2	0	0	2	0	0	0	0
BN (2)	0	2	2	8	0	2	0	0	0	0
CO (6)	0	0	6	0	24	0	6	18	54	60
Band	0	1	2	0	3	1	1	0	0	1
TOTALS	<u>1</u>	<u>8</u>	<u>12</u>	<u>8</u>	<u>30</u>	<u>5</u>	<u>12</u>	<u>18</u>	<u>54</u>	<u>61</u>

RECAPITULATION:

OFFICERS	59
NCO'S (SFC-SGM)	35
NCO'S (SGT-SSG)	115

Balance of cadets will be Corporal, Private First Class, Private-2 and Private-1. Rank structure subject to change according to cadet enrollment.

ANNEX C

US ARMY WESTERN REGION (ROTC), JUNIOR PROGRAM
 Central Catholic High School
 1403 North St. Mary's Street San Antonio, Texas 78215

(DATE)

SUBJECT: Recommendation for Promotion

THRU: (Chain of Command, as appropriate) Recommendation

(Position/Title) (Unit) Approval Disapproval

(Position/Title) (Unit) Approval Disapproval

(LET Instructor) Approval Disapproval

(Company Moderator) Approval Disapproval

To: Senior Army Instructor

1. Cadet _____, _____,
 (First Name, M.I., Last Name) (Company Assignment)

_____, is recommended for promotion to the rank

of _____. to serve as _____,
 (Position/Title) (Unit)

2. Cadet _____ is recommended for promotion for
 the following reasons:

(Name, Grade, & Unit of individual
 making recommendation)

ANNEX D

DEPARTMENT OF THE ARMY
US Army Fourth Region, Junior Program
Central Catholic High School
1403 North St. Mary's Street
San Antonio, Texas

SPECIAL ORDER
NUMBER 04-93

25 October 1993

By order of the Senior Army Instructor, all cadets (Except for the ones listed below) are hereby awarded Parade Ribbon (4-1) for attending Corps Night on 25 Oct 1993.

Wesley Metzner

Justin Telepak

Robby Shearer

Joe Gallegos

JOHN TALAFUSE
Cadet Colonel
Brigade Commander

Louis B. Ullrich
MAJ, US Army (Retired)
Senior Army Instructor

DISTRIBUTION

1- SAI

1- MPC

1- BULLETIN BOARD

ANNEX ECADET INSIGNIA PLACEMENTRANK INSIGNIA

Worn IAW JROTC 145-U1-SCT, Unit 1, Chapter 1, Lesson 5, with the following specification:

A. CADET PRIVATE AND CADET PRIVATE FIRST CLASS

(1) AG 415 SHIRT: Metal, pin-on rank insignia will be worn centered on the collar, with the centerline of the insignia bisecting the point of the collar and one inch up from the edge of the collar.

(2) AG 489 Coat: Metal rank insignia will be worn on each shoulder loop attached to black shoulder tabs. The base of the rank insignia will be 5/8 of an inch from the outside edge of the black shoulder tab.

NOTE: Cadets who have not attained the rank of private will wear no rank insignia.

B. CADET NCO

(1) AG 415 Shirt: shoulder marks (Embroidered) Rank worn on each shoulder loop.

(2) AG 489 Coat: Same as above.

ANNEX F (1)

AWARDS

1. US Army and Civic Organization medals, Ribbons, Plaques, Certificates.

a. Medal for heroism

(1) Presented by Department of the Army.

(2) Any JROTC cadet who shall have distinguished himself by an act of heroism.

b. Superior Cadet Decoration

(1) Presented by Department of the Army.

(2) Awarded to one outstanding cadet in each LET Class. Cadet must be in upper fourth of his ROTC class; in the top 50% of his academic classes; nomination by selection board; approved by the SAI and school principal.

c. Legion of Valor Bronze Cross for Achievement

(1) Presented by the Legion of valor of the United States of America, Inc.

(2) Must be a LET III cadet; meet the same requirements as for the Superior Cadet Decoration.

d. American Legion Award for Military Excellence

(1) Presented by the American Legion.

(2) One cadet who is in the top 25~ of his class in all subjects and who has demonstrated qualities in military subjects and leadership, discipline, character and citizenship.

e. American Legion Award for Scholastic Excellence

(1) Presented by the American Legion.

(2) One cadet who is in the top 10% of his class in all subjects and who has demonstrated qualities of leadership and has actively participated in related student activities such as student Organizations, constructive activities or sports.

f. Association of the United States Army Award

(1) Presented by the AUSA.

(2) Must be a LET III cadet in the upper 10% of his ROTC class and in the upper 25% of his academic subjects. The cadet must have contributed, through leadership, to advance the image of ROTC.

g. Daughters of the American Revolution Award

(1) Presented by the Daughters of the American Revolution.

(2) Recipient to be a cadet who is a member of the graduating class, be in the top 25% of the cadets in JROTC and academic subjects and who has demonstrated qualities of dependability, good character, adherence to military discipline, leadership ability and a fundamental and patriotic understanding of the importance of ROTC training.

h. The Reserve Officers Association Award

(1) Presented by the Reserve Officers Association.

(2) Awarded to a cadet who has demonstrated an exceptional high degree of leadership, loyalty to country, devotion to duty and academic achievement and has demonstrated a high potential as an officer.

i. The Retired Officers Association Award

(1) Presented by the Retired Officers' Association.

(2) Awarded to a LET III cadet, be of good academic standing, be of high moral character, evidence of a high order of loyalty to unit, school and country and show exception potential for military leadership.

j. Semper Fidelis Award

(1) Presented by the Marine Corps Auxiliary League.

(2) Must be presented to a LET I cadet in good academic standing. Cadet must have demonstrated faithfulness to his country, school and JROTC unit and not be receiving any other award.

k. American Legion of San Antonio Award

(1) Presented by the Alamo Post 2, American Legion.

(2) Award is presented to the cadet in LET I, II & III who has shown exemplary qualities of citizenship. Consideration is also given to the cadets' leadership ability, military knowledge, discipline,

appearance, bearing and his participation in ROTC extra curricular activities.

l. Sons of the American Revolution

(1) Presented by the American Legion, Post 10.

(2) The San Antonio Chapter of the National Society of the Sons of the American Revolution Award is awarded to a cadet LET III or IV who has demonstrated qualities of loyalty, good character, outstanding academic achievement and self discipline. Also imbued with patriotic dedication and has demonstrated potential for advance ROTC training at the senior level .

m. The Military Order of the world Wars Award

(1) Presented by the Military Orders of the world Wars.

(2) Awarded to a LET III in good standing in military and scholastic grades and must have shown marked improvement in both military and scholastic grades at time of selection. Must demonstrate desire to serve his country and not have previously received the award.

n. National Sojourners Award

(1) Presented by the National Sojourners.

(2) Must be an LET II or III cadet and be in the top 25% of his academic class. Must have demonstrated outstanding leadership and have encouraged and demonstrated the ideals of Americanism. Must not have previously received this award.

o. The General William H. Simpson Award

(1) Arrangement made by the San Antonio Chapter of the MOWW.

(2) Must be awarded to a LET II or III cadet who has demonstrated qualities of loyalty, good character and a sense of duty. The cadet must be imbued with patriotic dedication and have demonstrated potential for military leadership.

p. US Army Recruiting Command Award

(1) Presented by the US Army Recruiting Command.

(2) Must be presented to a LET III cadet in the top 25% of all his classes and has demonstrated outstanding leadership, participated

in extracurricular activities and demonstrated an understanding of the importance of JROTC training. Cadet must not previously received the award.

q. The Order of Daedalion JROTC Achievement Award

(1) Presented by the Local Daedalion Foundation.

(2) Awarded to a LET III cadet in the upper 10% of his ROTC class and the upper 20% of all other subjects. Cadet must have demonstrated an outstanding performance and appreciation of patriotism, love of country and service to the nation.

r. The American Veterans (AMVETS) Award

(1) Presented by a representative of the AMVETS.

(2) Presented to one cadet (any LET level) for being the most diligent in the discharge of his duties and has shown a willingness to serve both God and country for the mutual benefit of all.

s. The Military Order of the Purple Heart (MOPH)

(1) Presented by MOPH Alamo Chapter # 1836.

(2) Presented to one cadet (any LET level) that has exhibited in the most outstanding manner fundamentals of self-discipline, integrity and a sense of responsibility.

t. Veterans of Foreign Wars Leadership Award

(1) Presented by Post 4700, Veterans of Foreign Wars

(2) Awarded annually to a cadet in Military Training LET I for outstanding military training in drill and classroom studies. Also judged on his personal qualities of neatness, military bearing, gentlemanly conduct and demonstrates good citizenship habits.

u. Veterans of Foreign Wars Scholastic Award

(1) Presented by Post 4700, Veterans of Foreign Wars

(2) Awarded annually to a cadet in Military Training LET II who maintains a high degree of academic achievement. Also judged on personal qualities of neatness, good character and demonstrates excellent citizenship traits.

v. Medals, Plaques, Trophies

1. Senior Army Instructor Achievement Award (Medal)

(1) Presented by the Senior Army Instructor

(2) This award is presented to the cadet who has demonstrated outstanding performance of duty above the high standards of military leadership, cooperation and military achievements expected of all Cadets at Central Catholic High School.

2. Senior Army Instructor Cadet Instructor Award (Medal)

(1) Presented by the Senior Army Instructor

(2) This award is presented to the cadet who has demonstrated outstanding leadership and instructional ability by the fine manner in which he has assisted and aided the SAI in the training of the recently commissioned Officer Candidate Class.

4. Outstanding Cadet Appearance Award (Medal)

(1) Presented by the Senior Army Instructor

(2) This award is presented to the cadet in LET III or LET IV who has consistently maintained high standards of loyalty, patriotism, dependability, leadership ability and neatness in dress and military bearing during the school year.

5. Chaminade Guard Drill Team Commander's Award

(1) Presented by the Drill Team Coach

(2) Presented to the commander of the Chaminade Guard who demonstrated unusual pride and responsibility commanding the drill team.

6. Military Staff Award (Medal)

(1) Presented by the Senior Army Instructor

(2) This award is presented to a LET III or LET IV cadet officer or noncommissioned officer who has made a major contribution to the JROTC by his devotion to duty, demonstrating a high sense of responsibility and giving generously of his time and efforts to fulfill his duties. (Multiple awards may be presented as warranted)

8. Bordelon Rifle Team Captain Award (Medal)

(1) Presented by the Rifle Team Coach

(2) This award is presented to the team Captain who exhibits potential and excellent leadership ability by contributing to the team's performance level, high team morale and overall ability.

9. Orienteering Commander's Award (Medal)

(1) Presented by the Orienteering Team Coach

(2) This award is presented to the commander of the team who demonstrated unusual pride and responsibility the team.

10. Orienteering Team Member Award (Medal)

(1) Presented by the Orienteering Team Coach

(2) This award is presented to a team member for outstanding military bearing and devotion to the JROTC while assigned as a member of the Orienteering Team for standard of military appearance, discipline and performance which reflects great credit to himself and the JROTC program.

ANNEX F (2)

"N" Series RIBBON AWARDS

A. Academic Awards

(1) Distinguished Cadet Award for Scholastic Excellence.

(a) Presented by Superintendent of School.

(b) Awarded annually to one cadet who exhibits the highest degree of excellence in scholastics.

(c) Series number: N-1-1

(2) Academic Excellence Award.

(a) Presented by school principal.

(b) Awarded annually to one cadet in each LET level for maintaining highest school academic grades.

(c) Series number: N-1-2

(3) Academic Excellence Ribbon.

(a) Awarded by Senior Army Instructor.

(b) Awarded annually to those cadets that maintain a "A" in all academic subjects.

(c) Series number: N-1-3

(4) Attendance Ribbon.

(a) Presented by Senior Army Instructor

(b) Awarded to cadets with no absence during each semester.

(c) Series number: N-1-4

(5) Student Government Ribbon.

(a) Presented by school principal.

(b) Awarded annually to cadets who have been elected to a student government office.

(c) Series number: N-1-5

(6) Leadership Development Service Ribbon.

(a) Presented by Senior Army Instructor.

(b) Awarded to cadets successfully completing the first of training of each LET year.

(c) Series number: N-1-6

B. Military Awards.

(1) Senior Army Instructor Leadership Ribbon.

(a) Presented by the Senior Army Instructor.

(b) Awarded to one cadet at each LET level who displays the highest degree of leadership during the entire school year.

(c) Series number N-3-1

(2) Personal Appearance Ribbon.

(a) Presented by Senior Army Instructor

(b) Awarded annually to cadets who have consistently presented an outstanding appearance and who have not failed to wear the uniform when required.

(c) Series number N-3-2

(3) Proficiency Ribbon.

(a) Presented by Senior Army Instructor.

(b) Awarded annually to those cadets who have demonstrated an exceptional high degree of leadership, academic achievement and performance of duty.

(c) Series number N-3-3

(4) Drill Team Ribbon.

(a) Presented by Senior Army Instructor.

(b) Awarded annually to drill team members.

(c) Series number N-3-4

(5) Orienteering Ribbon.

- (a) Presented by the Senior Army Instructor.
 - (b) Awarded annually to Orienteering Team Members.
 - (c) Series number N-3-5
- (6) Color Guard Ribbon.
- (a) Presented by Senior Army Instructor.
 - (b) Awarded annually to members of color guard.
 - (c) Series number N-3-6
- (7) Rifle Team Ribbon.
- (a) Presented by Senior Army Instructor.
 - (b) Awarded annually to members of rifle team.
 - (c) Series number N-3-7
- (8) Adventure Training Ribbon.
- (a) Presented by Senior Army Instructor.
 - (b) Awarded annually to members of unit.
 - (c) Series N-3-8
- (9) Commendation Ribbon.
- (a) Presented by Senior Army Instructor
 - (b) Awarded to cadets whose performance of duty exceeds that expected of his grade and experience.
 - (c) Series N-3-9
- (10) Good conduct Ribbon
- (a) Presented by Senior Army Instructor
 - (b) Awarded annually to cadets who have demonstrated outstanding conduct throughout the school year.
 - (c) Series number N-3-10
- (11) Summer Camp Participation Ribbon

- (a) Presented by Senior Army Instructor
 - (b) Awarded to cadets for summer camp participation.
 - (c) Series number N-3-11
- (12) Outstanding Leadership Ribbon
- (a) Presented by Senior Army Instructor
 - (b) Awarded annually based on a competitive performance rating to the most outstanding cadets in the positions of Company Commander, Platoon Leader and Squad Leader. (one per Bn for Squad Leader Only!)
 - (c) Series number N-3-12
- (13) Best Drilled- Drill Team Member Ribbon
- (a) Presented by the Drill Team Coach team who has
 - (b) Awarded annually to one cadet of the varsity drill team who has shown the most proficiency in armed drill.
 - (c) Series number N-3-13
- (14) Outstanding Rifle Team Member Ribbon
- (a) Presented by the Rifle Team Coach
 - (b) Awarded annually to one member of the varsity rifle demonstrated the highest overall performance on the
 - (c) Series number N-3-14
- (15) Outstanding Graduate Officer Candidate School.
- (a) Presented by Senior Army Instructor
 - (b) Awarded annually to an Officer Candidate who had maintained a high average in his class. Also demonstrated outstanding qualities of discipline, courtesy, loyalty and leadership.
 - (c) Series number N-15

C. Athletic Awards

- (1) Varsity Athletic Ribbon.

(a) Presented by school principal.

(b) Awarded annually to cadets who have lettered in varsity sports.

(c) Series number N-2-1

(2) Physical Fitness Ribbon.

(a) Presented by Senior Army Instructor.

(b) Awarded annually to cadets who maintain excellent physical fitness, cadets must run one mile in 8:30 minutes or less.

(c) Series number N-2-2

(3) ROTC Athletic Ribbon.

(a) Presented by Senior Army Instructor

(b) Awarded annually to cadets that excel in JROTC athletics.

(c) Series number N-2-3

D. Miscellaneous Awards

(1) Parade Ribbon.

(a) Presented by Senior Army Instructor

(b) Awarded to cadets who have participated in local community parades; i.e., Veterans Day Parade, Memorial Day Parade.

(c) Series number N-4-1

(2) Recruiting Ribbon.

(a) Presented by Senior Army Instructor.

(b) Awarded to cadets who recruit students into the program each semester.

(c) Series number N-4-2

(3) Citizenship Ribbon.

(a) Presented by Senior Army Instructor.

(b) Cadet must participate in a minimum of three ROTC sponsored activities during the year which contributes to school or community progress.

(c) Series N-4-3

(4) Best Squad Leader of Varsity Drill Team

(a) Presented by Drill Team Coach

(b) Awarded annually to the best squad leader of the team.

(c) Series number N-4-4

(5) Best Manual of Arms Ribbon.

(a) Presented by Drill Team Coach

(b) Awarded annually to a varsity drill team member that has shown the most proficiency in the manual of arms.

(c) Series number N-4-5.

ANNEX GDUTIES AND RESPONSIBILITIES OF THE BRIGADE STAFF1. XO

a. Commands the Brigade in the absence of the cadet Brigade Commander.

b. As Senior member of the Brigade Staff, supervises all staff members in the performance of all staff activities. Ensures that the staff is properly prepared, organized and working as a team to complete assigned duties.

c. Ensures instructions and orders issued to the Brigade are in accordance with the policies of the Brigade Commander and the SAI.

d. Acts on decisions made by the Brigade Commander and allocates detailed work to the proper staff officer(s). Ensures that assigned staff actions are carried out properly and in a timely fashion.

e. Supervises the preparation of required reports and their submission.

f. Reports all violations of orders to the Brigade Commander.

g. Coordinates with/informs Brigade Commander and ROTC instructor staff on the status of the execution of above listed duties, i.e., maintains open communications.

h. In conjunction with the Brigade SGM, investigates all cadet complaints/queries concerning the merit/demerit system and makes recommendations to the Commander and SAI concerning each issue.

i. Performs duties as assigned.

2. S1

a. Publishes orders, directives and/or announcements by the Brigade Commander or the SAI. Specifically, orders concerning cadet awards, promotion/demotion of cadets, merits/demerits given and ROTC detentions.

b. Collects, consolidates and maintains all merit/demerit, promotion/demotion and cadet award records.

- c. Planning for the conduct of special ceremonies in coordination with the Brigade S3; especially those involving honored guests or remembering national holidays or special occasions.
- d. Submits periodic strength/weakness reports to the Brigade Commander, Brigade XO and ROTC Instructor Staff, in coordination with the Brigade S3.
- e. Oversees activities of the Bn S1 and Company Administrative NCOs utilizing them to assist in the execution of above listed duties.
- f. Coordinates with/informs cadet chain-of-command and ROTC Instructor Staff as to the status of the execution of above listed duties, i.e., maintain open communications.

3. S2

- a. Obtains reports periodically concerning weapon and equipment viability and security from both the drill and rifle teams.
- b. Maintains the cadet bulletin boards in coordination with the BDE S5:
 - (1) Photos must be up to date, i.e., current pictures should be posted NLT seven days after events.
 - (2) Mark and label all before posting.
 - (3) The board should be kept neat by removing all old or irrelevant photos. Photos removed should be organized in a scrap book by the BDE S5.
- c. Direct photographic coverage of all JROTC events to include extracurricular JROTC team competition.
- d. Serve as the direct contact for the Corps and JROTC with the school newspaper, the **PEP** and the yearbook, the **FANG**. Coordinate to ensure that at least one article on JROTC is in every issue of the newspaper.
- f. Assume responsibility for public relations with other high school JROTC units, i.e., ensure that a representative from Central Catholic attends JROTC related functions of other schools, as appropriate.
- g. Oversee the activities of the Bn XOs and company administrative NCOs, utilizing them to assist in the execution of above listed duties.

h. Coordinate with/inform cadet chain of command and ROTC Instructor staff of the status of the execution of above listed duties, i.e., maintain open communications.

I. Prepare annual history of the Corps of Cadets.

4. S3

a. Prepare and post weekly training schedule with approval of the BDE Cdr and SAI.

b. Inspect the drill field prior to use by the Brigade and ensure that the field is policed after use.

c. Oversee training of the Brigade in Drill and Ceremonies.

d. Conduct OCS;

(1) Schedule class dates and plan training for each session.

(2) Designate responsible cadets to instruct the OCS class.

(3) Ensure cadets enrolled in OCS receive proper instruction so that they may successfully fulfill duties as officers.

e. Provide periodic strength/weakness reports to the BDE Cdr, BDE XO and the ROTC Instructor Staff, in coordination with the S1.

f. Maintain a JROTC reference library concerning training matters.

g. Oversee the activities of the Bn S3s and company Administrative NCOs, utilizing them to assist in the execution of above listed duties.

h. Coordinate with/inform cadet chain of command and ROTC Instructor staff on the status of the execution of the above listed duties, i.e., maintain open communications.

5. S4

a. Oversee the storage, maintenance, issue and turn-in of all supplies and reference material.

b. Maintain security of all items of clothing and equipment in the supply room and other storage areas.

- c. Prepare requisitions for equipment and supplies under supervision of the Hand Receipt holder.
- d. Schedule at least one cadet to aid in the issue and sale of ribbons and uniform equipment when the supply office is open in the mornings and afternoons.
- e. Initiate and maintain a JROTC clothing and equipment record for each cadet.
- f. Oversee the issue of awards in coordination with the BDE S1.
- g. Oversee activities of the Bn S4 and company administrative NCOs, utilizing them to assist in the execution of above listed duties.
- h. Coordinate with /inform cadet chain of command and the ROTC Instructor Staff on the status of the execution of above listed duties, i.e., maintain open communications.

6. S5

- a. Maintain the cadet bulletin boards in coordination with the BDE S2:
 - (1) Photos must be up to date, i.e., current pictures should be posted NLT seven days after events.
 - (2) Mark and label all before posting.
 - (3) The board should be kept neat by removing all old or irrelevant photos. Photos removed should be organized in a scrap book by the BDE S5.
- b. Organize outdated photos from the bulletin board and place in an ROTC scrapbook.
- c. Mark and catalogue photos in scrapbooks citing dates, locations, events, names of key personnel who join you.
- d. Create a listing of all Corps and Cadet activities, explaining what, when, where, why, how.
- e. Maintain, update, complete Unit Report due to 12th Bde, Western Region Annually. Use report as a list of planned activities.
- f. Oversee the activities of the Bn S5s and company administrative NCOs, utilizing them to assist in the execution of above listed duties.

g. Coordinate with /inform cadet chain of command and the ROTC Instructor Staff on the status of the execution of above listed duties, i.e., maintain open communications.

7. CSM

a. Supervise the BDE Color Guard in their execution of drill to ensure the proper rendering of honors to the National Colors.

b. Ensure that the weekly flag details are received from the company 1SG and are posted. Ensure members of flag detail are notified of their responsibility prior to their scheduled date.

c. Train flag details on the proper method of raising and lowering the National Colors.

d. Advise the BDE Cdr on status of NCOs in the Corps and make recommendations on any problems that occur.

e. Consolidate attendance rosters at all BDE formations.

f. Oversee maintenance of cadet of the month postings and inform S1 of personnel deserving of recognition.

g. Oversee activities of the Bn SGMs and company administrative NCOs, utilizing them to assist in the execution of above listed duties.

h. In conjunction with the Brigade XO, investigates all cadet complaints/queries concerning the merit/demerit system and makes recommendations to the Commander and SAI concerning each issue.

i. Coordinate with and inform the cadet chain of command and ROTC Instructor Staff on the status of execution above listed duties, i.e., maintain open communications.

j. Run and maintain all ROTC detentions and ensure all detention rosters are posted in a reasonable amount of time.

k. Administer the Sergeant's Test and maintain the integrity of the test, with the aid of the Bn SGMs.

8. Chaplain: See Special Instructions

9. Financial Management Officer: See Special Instructions

10. Historian: See Special Instructions

ANNEX H**DETENTION**

1. General: JROTC detention serves as corrective action to develop leadership and followership abilities. Cadets who have received **more than** three demerits during a class period will serve detention on the day designated after school dismissal. This day may be changed if scheduling warrants such change. The Brigade Executive Officer and the Brigade Command Sergeant Major are responsible for the conduct of cadets during detention and ensuring that it is conducted properly.

2. Responsibility:

1. Cadet company commanders are responsible for the conduct of all drill and inspection IAW FM 3-21.5. Commanders will allow cadets who earn more than three demerits to challenge the demerits. 1SGs will assemble any cadets who challenge into a squad formation after the inspection and will get all inspection sheets together. The commander and 1SG will inspect the challengers and review the platoon inspection sheets with the deficiencies they find. The commander will make a final decision and announce that to those who challenge before the end of the class period. The 1SG will then finalize all inspection sheets.

2. Platoon leaders, company commanders and any assigned cadet officers will conduct inspections in a fair and equitable manner.

3. Cadet Platoon Sergeants will accurately record all deficiencies noted on the inspection checklist.

4. Company First Sergeants are responsible for:

- a. the consolidation of inspection forms, master merit/demerit list and submitting them to the Brigade CSM ASAP but NLT 5 minutes after dismissal bell on that day. The list must identify reason(s) for detention, i.e., no uniform, demerits (specify), or discipline failure (specify)
- b. verifying attendance/absence of personnel from their company assigned to detention. They will notify Company Commander and take appropriate action.

5. The cadet leader who identifies the infraction meriting detention must inform the erring cadet that he has detention and that the cadet leader will submit his name for detention.

6. The Brigade Command Sergeant Major is responsible for:
 - a. consolidating Merit/Demerit lists and providing those to the LET 1, 2, 3 and 4 instructors and posting it on the bulletin board.
 - b. providing a copy of the list to the cadet designated to take charge of the detention.
 - c. reviewing the detention list and providing information on cadets who missed detention to the Designated Army Instructor and to the Company Commanders or 1SGs before homeroom on the next class day.

7. The Brigade executive officer and the Command Sergeant Major are responsible for inspecting and investigating complaints about the Master merit/demerit list and detention roster. They are also responsible for assigning a cadet to lead the detention.

3. Attendance:

A. Cadets who attend detention will be credited the uniform grade earned on the regular uniform day or the grade earned on detention, whichever is higher.

B. Failure to attend detention:

(1) Cadets assigned detention for accrued demerits: A grade of zero will be recorded for the weekly uniform grade and daily performance grade.

(2) Cadets assigned detention for failure to wear the uniform: The grade of zero for the missed uniform day will be final and a grade of zero will be recorded as a weekly performance grade.

(3) After earning two detentions for which he has two unexcused absences in the same quarter:

(a) The cadet will be referred to the Assistant Principal for Student Activities for a school detention. An excused absence must be approved by an Army Instructor. Referrals to the Assistant Principal must be signed by one of the Army Instructors.

(b) The cadet may be reduced in rank one rank.

C. Extracurricular Activities: In the event a cadet is unable to attend detention due to a school sponsored event, the cadet is responsible for informing his LET instructor and the Brigade Command Sergeant Major as soon as he is aware of this, at least prior to detention. Cadets may be required to miss co/extra-curricular events.

4. Detention Schedule (standard, may be revised ICW AI or SAI):

Roll Call	1515 hours
Inspection	1520 - 1530
Drill	1530-1545
Police Call	1545-1555
Recall/dismiss	1555- Until complete

NOTE: There is no early dismissal and detention will be serve to its fullest.

5. Command: Detention will be run by the highest ranking person given detention or by an NCO or officer assigned by the Brigade CSM and approved by the cadre. The NCO or officer assigned must outrank all personnel in detention. The person assigned to run detention must report to the Designated Instructor prior to the starting time for detention to get instructions for conduct of detention on the specified day.

LEADERSHIP TRAITS

1. **BEARING:** Creating a favorable impression in carriage, appearance, and personal conduct at all times.
2. **COURAGE:** (Physical & Moral): A mental quality which allows us to deal with the fear of danger or opposition with calmness and firmness.
3. **DECISIVENESS:** Ability to make decisions promptly and express them in a clear and compelling manner.
4. **DEPENDABILITY:** The certainty of proper performance of duty with loyalty to everyone who counts on you.
5. **ENDURANCE:** Mental and physical stamina measured by the ability to stand physical discomfort, fatigue, distress and hardship.
6. **ENTHUSIASM:** The display of sincere interest and exuberance in the performance of duties.
7. **INITIATIVE:** A quality of seeing what has to be done and taking the necessary action.
8. **INTEGRITY:** Strength of character and soundness of moral principles, the quality of absolute truthfulness and honesty.
9. **JUDGMENT:** Weighting facts and possible solutions on which to base sound decisions.
10. **JUSTICE:** Being impartial and consistent in exercising authority.
11. **KNOWLEDGE:** Acquired information including professional knowledge and an understanding of people.
12. **LOYALTY:** Faithfulness to your country, your organization your supervisors, those you are responsible for and yourself.
13. **TACT:** The ability to deal with others without creating offense.
14. **SELFLESSNESS:** The avoidance of providing for one's own comfort and personal advancement at the expense of others.

PRINCIPLES OF LEADERSHIP

1. Know yourself and seek self-improvement.
2. Be technically proficient and judicious in actions.
3. Seek responsibility and take responsibility for your actions.
4. Make sound and timely decisions.
5. Set the example.
6. Know those you supervise and look out for their well-being.
7. Keep those you supervise informed.
8. Develop a sense of responsibility for those you supervise.
9. Ensure that the task is understood, supervised and accomplished.
10. Train people as a team.
11. Ask people to work in accordance with their capabilities.